

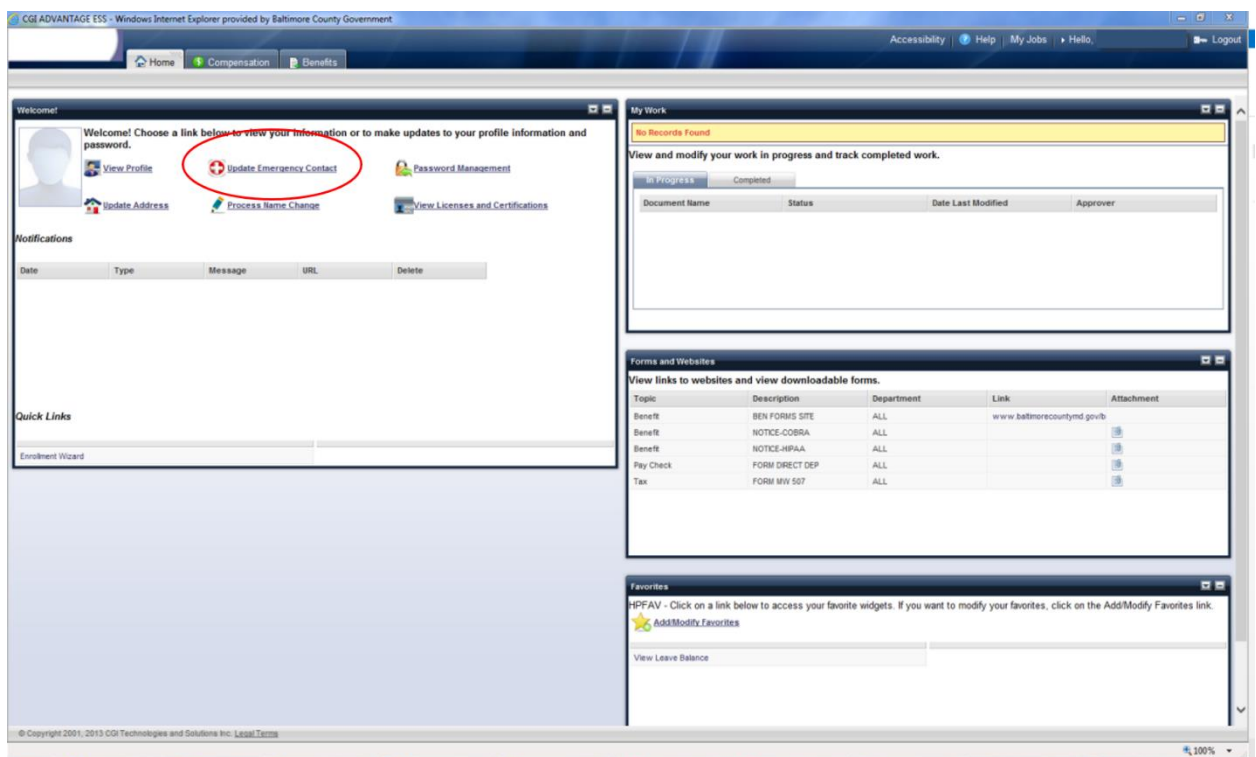
UPDATE EMERGENCY CONTACTS

QUICK STEPS

1. On the Home tab click the **Update Emergency Contacts** link in the Welcome! widget.
2. Correct information on the form. Pay attention to the instructions regarding which fields which should **not** be filled in.
3. Required fields are indicated by an asterisk.
4. Click the **Add Emergency Contact** button to add additional contacts.
5. When you are finished, click the **Submit** button.

STEP-BY-STEP

1. On the Home tab, click the **Update Emergency Contacts** link in the Welcome! widget.



2. The Update Emergency Contact pop-up box appears. Pay attention to the instructions printed in red.

Update Emergency Contacts

First Name	Last Name	Relationship	Phone	Email	Delete Line	Copy Line
JOHN	DOE	SPOUS	4103231475			

[Add Emergency Contact](#)

Enter Address Information

Enter or update your emergency contact's address below. If you have more than one emergency contact, click the "Add Emergency Contact" button to add additional lines. **DO NOT ENTER DATA IN THE FOLLOWING FIELDS: Home Department, Position ID, Spouse works for same employer?, Spouse ID or Name.**

Contact Name Prefix:

* Contact First Name:

Contact Middle Name:

* Contact Last Name:

Contact Name Suffix:

Contact Description:

Relationship:

Home Department:

Position ID:

Spouse works for same employer? ☐

Spouse ID:

Name:

* Street 1:

Street 2:

* City:

* State/Province:

* Zip/Postal Code:

* Country:

County:

[Cancel](#) [Submit](#)

3. Edit your contact information on the form. When you click in a field, an X will appear beside the information in that field. Use the X to delete the entry or highlight it and use the delete key on your keyboard. Enter your information.

Update Emergency Contacts

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JOHN	DOE	SPOUS	4103231475			

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Contact Middle Name:

* Contact Last Name:

Contact Name Suffix:

Contact Description:

Relationship:

Home Department:

Position ID:

Spouse works for same employer? ☐

Spouse ID:

Name:

* Street 1:

Street 2:

* City:

* State/Province:

* Zip/Postal Code:

* Country:

County:

Enter your correct information.

Cancel Submit

Contact Middle Name:

* Contact Last Name:

Contact Name Suffix:

Contact Description:

Relationship:

Home Department:

Position ID:

Spouse works for same employer? ☐

Spouse ID:

Name:

* City:

* State/Province:

* Zip/Postal Code:

* Country:

County:

Cancel Submit

4. Use the arrow provided in certain fields to access the list of options for that field. The example below shows the **Choose** popup for the **State/Province** field. Click the [Select](#) link in the first column to add your choice to the form.

The screenshot shows the 'Update Emergency Contacts' form. A 'Choose' popup is open for the 'State/Province' field. The popup has a 'Country' field set to 'US' and a 'State/Province' field. Below these is a table with columns: Country, State/Province, and State/Province Name. The table lists various states and territories, each with a 'Select' link in the first column. At the bottom of the popup are 'Cancel', 'First', 'Previous', 'Next', and 'Last' buttons.

Country	State/Province	State/Province Name	
Select	US	AA	ARMED FORCES AMERICA
Select	CA	AB	ALBERTA
Select	US	AE	ARMED FORCES EUROPE, CANADA, MIDDLE EAST, AFRICA
Select	MX	AG	AGUASCALIENTES
Select	US	AK	ALASKA
Select	US	AL	ALABAMA
Select	US	AP	ARMED FORCES PACIFIC
Select	US	AR	ARKANSAS
Select	US	AS	AMERICAN SAMOA
Select	US	AZ	ARIZONA

5. To add additional emergency contacts, click the **Add Emergency Contact** button at the top left of the form.

The screenshot shows the 'Update Emergency Contacts' form. The 'Add Emergency Contact' button is highlighted with a red circle. Below the button is the 'Enter Address Information' section, which contains various fields for contact information, including name, address, and relationship. A red warning message is displayed: 'Enter or update your emergency contact's address below. If you have more than one emergency contact, click the "Add Emergency Contact" button to add additional lines. DO NOT ENTER DATA IN THE FOLLOWING FIELDS: Home Department, Position ID, Spouse works for same employer?, Spouse ID or Name.'

Add Emergency Contact

Enter Address Information

Enter or update your emergency contact's address below. If you have more than one emergency contact, click the "Add Emergency Contact" button to add additional lines. **DO NOT ENTER DATA IN THE FOLLOWING FIELDS: Home Department, Position ID, Spouse works for same employer?, Spouse ID or Name.**

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* Contact First Name:

Contact Middle Name:

* Contact Last Name:

Contact Name Suffix:

Contact Description:

Relationship:

Home Department:

Position ID:

Spouse works for same employer? ☐

Spouse ID:

Name:

* Street 1:

Street 2:

* City:

* State/Province:

* Zip/Postal Code:

* Country:

County:

6. A new blank form appears allowing you to enter the contact's information.
7. Notice that at the top of the page you will see a summary of the information you entered for each contact. To delete a line, click the trash can icon on that line.

Update Emergency Contacts

First Name	Last Name	Relationship	Phone	Email	Delete Line	Copy Line
JOHN	DOE	SPOUS	4103231475			
DAVID	DOE	CHILD				

Add Emergency Contact

Enter Address Information

Enter or update your emergency contact's address below. If you have more than one emergency contact, click the "Add Emergency Contact" button to add additional lines. **DO NOT ENTER DATA IN THE FOLLOWING FIELDS: Home Department, Position ID, Spouse works for same employer?, Spouse ID or Name.**

Contact Name Prefix:

* Contact First Name:

Contact Middle Name:

* Contact Last Name:

Contact Name Suffix:

Contact Description:

Relationship:

Home Department:

Position ID:

Spouse works for same employer? ☐

Spouse ID:

Name:

* Street 1:

Street 2:

* City:

* State/Province:

* Zip/Postal Code:

* Country:

County:

Click Submit

Submit

8. When your information is complete, click the Submit button.